

**State of Missouri  
2011 Victims of Crime Act (VOCA) Solicitation**

**Request for Proposal  
Application Packet**

Missouri Department of Public Safety  
Office of the Director  
PO Box 749  
Jefferson City, MO 65102-0749

**DPS APPLICATION DEADLINE:**

Applications must be submitted no later than 11:59 p.m. on May 20, 2011

**WebGrants Deadlines:**

Applicants must register no later than 11:59 p.m. on May 13, 2011  
Applications must be submitted no later than 11:59 p.m. on May 20, 2011

<https://dpsgrants.dps.mo.gov>

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# Program Description

## Victims of Crime Act (VOCA)

### INTRODUCTION

The **Victims of Crime Act (VOCA)** of 1984 was passed by Congress to assist states in providing high quality services that are *directly related to the emotional healing and recovery of crime victims*. The U.S. Department of Justice, Office for Victims of Crime (OVC), administers these funds at the federal level, and the Missouri Department of Public Safety administers the **VOCA** funds at the state level.

The Office for Victims of Crime makes annual **VOCA** Crime Victim Assistance grants available to the states. *The primary purpose* of these grants is to support the provision of *direct services to victims of crime* throughout the nation, to *assist victims of crime as soon as possible* in order to reduce the severity of the psychological and emotional consequences of the victimization, and to demonstrate *on-going support for the victim* in coping with the impact of the victimization.

Each recipient of VOCA funds must abide by the statutory requirements of **VOCA** and OVC Guidelines as outlined in this Application Packet/Request for Proposal.

### SOURCE OF FUNDS

The *Victims of Crime Act* – Victim Assistance Program is funded by the Crime Victims Fund that is funded through fines, penalties, and forfeitures collected from persons convicted of offenses against the United States.

### FUND ALLOCATION

At least ten percent (10%) of total funds distributed must be allocated to each of the three priority categories – victims of sexual assault, domestic abuse, and child abuse – and at least ten (10%) to programs that serve victims determined by the state to have been previously underserved.

### MATCH REQUIREMENTS

**VOCA** regulations require all **VOCA** recipients to provide matching funds pursuant to the following:

Agencies must have a record of providing effective services to victims of crime and financial support from other sources. Programs must provide 20% of the total project cost in cash or in-kind match. Programs need to have the support and approval of its services by the community, have a history of achieving its intended results in a cost effective manner, and show financial support from non-federal sources.

In-kind contributions shall be limited to volunteer time (computed at \$9.50/hour) and other non-monetary contributions and donations received from individuals, associations, organizations, etc., by the applicant agency.

On-call volunteer time can only be claimed as one hour for every four hours on-call unless the on-call person is actively providing direct services to a victim. Time spent working with a victim should be claimed as actual time (i.e., Volunteer is on-call for an 8-hour period – they are called out to meet a victim at the hospital and spends 2 hours with the victim, this is the only direct services provided during their 8 hours. Time claimed is 2 hours direct service and 1.5 hours for the six hours spent on-call for a total of 3.5 hours). **On-call volunteer time used as match will be limited to 50% of the total required match.**

The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned building in the same locality. Agencies cannot “donate” space to themselves, i.e., if the applicant agency is a county, and the office space used by the project agency is owned by the county the fair market value of that space cannot be used as match.

**Applicants are encouraged to keep local match at the minimum needed to meet the federal funds requested. Any funds designated as local matching funds are restricted to the same uses as outlined for the federal funds and must be expended during the contract period of the grant.**

#### **Calculating Project Match:**

**If the amount of federal VOCA funds to be requested is known:** If the federal VOCA fund amount requested is \$30,000, the 20% match is computed by dividing the amount of the federal VOCA funds by 0.80 (80%) and subtracting the amount of the federal VOCA funds from the figure obtained. Thus, an organization that receives \$30,000 in federal VOCA funds would be required to provide \$7,500 in match ( $\$30,000 / 0.80 = \$37,500$ , less the \$30,000 federal VOCA funds, for a match totaling \$7,500).

**If the Total Project Cost is known (federal funds plus local match funds = total project cost):** If the Total Project Cost is \$37,500, the 20% match is computed by multiplying the Total Project Cost by 0.20 (20%) – the resulting number is the required match on the project. Thus, an organization that has a Total Project Cost for the VOCA project of \$37,500 would be required to provide \$7,500 of that amount in match ( $\$37,500 \times 0.20 = \$7,500$ ). To determine the federal fund portion, the amount of match calculated is subtracted from the Total Project Cost ( $\$37,500 - \$7,500 = \$30,000$ ).

**Timing of Matching Contributions:** Matching funds need not be applied at the exact time or in the required proportion to the obligation of VOCA grant funds. However, at least 25% of the matching share should be reported each quarter (every six months) of the contract period. The Missouri Department of Public Safety reserves the right to deny payment requests on approved programs pending the receipt of claim documentation of the matching share.

**Match Documentation:** Subgrantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of materials, equipment, and space must be documented. Volunteer services used as match must be documented and supported by the same methods used for VOCA funded employees.

All matching contributions must be:

- Verifiable from the Subgrantee’s records
- Not included as a contribution for any other Federal Funds
- Necessary and reasonable to accomplish the project’s goals
- Allowable charges
- Not paid by the applicant from Federal or State funds received under another assistance agreement
- Included in the budget approved by the Department of Public Safety
- In accordance with all other Federal and State requirements

## DEFINITIONS

**Subgrantee** – agency receiving grant funding from the Missouri Department of Public Safety.

**Cash Match (hard match)** - funds in the form of cash available from sources other than state or federal funding programs.

**In-Kind Match (soft match)** - non-monetary contributions and donations received from individuals, agencies, associations, organizations, etc., by the applicant agency.

**Supplanting** – using funds received through the **Victims of Crime Act** to replace funds that would, in the absence of such federal aid, be made available for victim assistance. Therefore, **VOCA** funds cannot be used for existing costs, because those costs have been paid previously by other funding. However, if an agency can substantiate that funding has been lost (for example an agency received \$10,000 in corporate funding during the past year and this year will only be receiving \$5,000), **VOCA** funds could be requested to cover costs up to the amount lost. The limited **VOCA** funds are not intended to replace local funds or other state and federal funds.

**Crime** – an act committed in this state which, if committed by a mentally competent, criminally responsible person who had no legal exemption or defense, would constitute a crime; provided that, such act involves the application of force or violence or the threat of force or violence by the offender upon the victim but shall include the crime of driving while intoxicated and vehicular manslaughter and hit and run; and provided, further, that no act involving operation of a motor vehicle except driving while intoxicated and vehicular manslaughter which results in injury to another shall constitute a crime for the purpose of sections 595.010 to 595.075, unless such injury was intentionally inflicted through the use of a motor vehicle. A crime shall also include an act of terrorism, as defined in 18 U.S.C. section 2331, which has been committed outside of the United States against a resident of Missouri.

**Direct Services to Victims of Crime** – for the purposes of these program guidelines, direct services to victims of crime are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety. These services include:

- **Crisis Intervention** – refers to in-person or telephone crisis intervention, emotional support and guidance and counseling provided by qualified, trained staff or volunteers. Such intervention may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
- **Follow up** – refers to in-person contacts, telephone contacts, and written communications with victims by qualified, trained staff or volunteers to offer emotional support, provide empathetic listening, check on a victim's progress, etc.
- **Therapy/Professional Counseling** – refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members to provide emotional support in crisis arising from the occurrence of crime, provided by a professional therapist who is in compliance with the rules and regulations promulgated by the Missouri Department of Economic Development pertaining to a psychologist, counselor or social worker. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- **Group Treatment** – refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc., and is facilitated by qualified, trained staff or volunteers.

- **Shelter/Safe House** – refers to offering short-term and long-term housing and related support services to victims and families following victimization.
- **Information and Referral** – refers to in-person contacts with victims by qualified, trained staff or volunteers during which time services and available support are identified.
- **Criminal Justice Support/Advocacy** – refers to support, advocacy, and assistance provided to victims by qualified, trained staff or volunteers at any stage of the criminal justice process, to include post-sentencing services and support.
- **Emergency Legal Advocacy** – refers to the provision of information, assistance, support, accompaniment and intervention to the victim of a crime in filing temporary orders of protection, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions, **but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, divorce proceedings, etc.**
- **Assistance in Filing Compensation Claims** – includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victim.
- **Victim/Personal Advocacy** – assisting the victim of crime and his/her dependents to acquire services from existing community resources.
- **Telephone Contact** – refers to contact with victims by qualified, trained staff or volunteers during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.
- **Other** – refers to other VOCA allowable services and activities not listed.
- **Director** – the director of the Missouri Department of Public Safety or a person designated by him for the purposes of sections 595.010-070.
- **Victim** – person who has suffered harm, including physical or mental injury, emotional suffering, or substantial impairment of their fundamental rights, through acts or omissions which are in violation of criminal laws regardless of whether the perpetrator is identified, apprehended, prosecuted or convicted, and regardless of the familial relationship between the perpetrator and the victim. Victims shall also include the immediate family or dependents of the direct victim and persons who have suffered harm in intervening to assist victims in distress or to prevent victimization.
- **Dependent** – mother, father, spouse, spouse's mother, spouse's father, child, grandchild, adopted child, illegitimate child, niece or nephew, who is wholly or partially dependent for support upon, and living with, but shall include children entitled to child support, but not living with, the victim at the time of his injury or death due to a crime alleged in a claim pursuant to sections 595.010 to 595.070.
- **Family** – the spouse, parent, grandparent, stepmother, stepfather, child, grandchild, brother, sister, half brother, half sister, adopted children of parent, or spouse's parents of the victim.

- **Underserved Victims** – in addition to victims considered previously underserved by type of crime committed against them (victims of drunk driving crashes, survivors of homicide victims, adult survivors of incest, and victims of burglary), “underserved victims may also be defined by demographic characteristics such as their status as senior citizens, non-English speaking residents, disabled persons, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or inner cities.
- **Offender** – a person who commits a crime.
- **Personal Injury** – actual bodily harm only with respect to the victim; personal physical injury may include mental or nervous shock resulting from the specific incident upon which the claim is based.
- **Private Agency** – a nonprofit corporation, in good standing in this state, which provides services to victims of crime and their dependents.
- **Public Agency** – a part of any local or state government organization that provides services to victims of crime.
- **Survivor** – the spouse, parent, legal guardian, grandparent, sibling or child of the deceased victim of the victim’s household at the time of the crime.

**PRN Positions:** Acronym stands for Latin word, "pro re nata," which translates to "as the situation demands." Staff in PRN positions work on an "as needed basis." PRN positions are budgeted positions; however, are considered "temporary employment."

## APPLICANT ORGANIZATION ELIGIBILITY and REQUIREMENTS

VOCA funds are to be awarded to Subgrantee only for providing direct services to victims of crime through their staff. Each applicant organization shall meet the following requirements:

1. **Public or Nonprofit Organization.** To be eligible to receive VOCA funds, organizations must be operated by a public or nonprofit organization, or a combination of such organizations, and provide services to crime victims.
2. **A DUNS number is required.** All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, onetime activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dnb.com/us/](http://www.dnb.com/us/)
3. **Central Contractor Registration (CCR) is required.** In addition to the DUNS number requirement, OJP requires that all applicants for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub recipients. Please note, applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov)



4. **Record of Effective Services.** Agencies must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
5. **New Programs.** Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 35% of their financial support comes from non-federal and non-state sources. It is important that organizations have a variety of funding sources besides federal and state funding in order to ensure their financial stability
6. **Program Match Requirements.** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of 20% (cash or in-kind) of the total cost of the VOCA project (VOCA grant plus match) are required for each VOCA-funded project and must be derived from nonfederal / non-state sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis; match used on one federal grant cannot also be used as match on another federal grant.
7. **Volunteers.** Subgrantees must use volunteers in the provision of services in order to receive VOCA funds; however, the use of volunteer time as match on the VOCA grant is not required.
8. **Promote Community Efforts to Aid Crime Victims.** Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. **Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.**
9. **Help Victims Apply for Compensation Benefits.** The applicant agency must include provisions to assist victims in seeking crime victim compensation benefits by coordinating its activities with victim's compensation, which is operated by the Department of Public Safety. The **telephone number** for the State Victims Compensation Office is **(573) 526-6006 or 1-800-347-6881**. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and /or checking on claim status.
10. **Comply with Federal Rules Regulating Grants.** Subgrantees must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
11. **Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, by contract period; and permit reasonable access to its books, documents, papers, and records to determine whether the Subgrantee is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

- 12. Comply with State Criteria.** Subgrantees must abide by any additional eligibility or service criteria as established by the Missouri Department of Public Safety including submitting statistical and programmatic information on the use and impact of VOCA funds as requested.
- 13. Services to Victims of Federal Crimes.** Subgrantees must provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- 14. No Charge to Victims for VOCA-Funded Services.** Subgrantees must provide services to crime victims, at no charge, through the VOCA-funded project. Any deviation from this provision requires prior approval by the Missouri Department of Public Safety.
- a. The purpose of the VOCA victim assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. Crime victims suffer tremendous emotional, physical, and financial losses. It was never the intent of VOCA to exacerbate the impact of the crime by asking the victim to pay for services.
- 15. Client-Counselor Confidentiality.** Maintain confidentiality of client-counselor information, as required by state and federal law.
- 16. Confidentiality of Research Information.** Except as otherwise provided by Federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.

These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victim service programs receiving VOCA funds. Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal, in effect, a state's existing law governing the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. See Pennhurst School and Hospital v. Halderman, et al., 451 US 1 (1981). Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

## ELIGIBLE SUBGRANTEE ORGANIZATIONS

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization, or a combination of such agencies or organizations in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.

In addition to victim services organizations, whose sole purpose is to serve crime victims, there are many other public agencies and not-for-profit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA grant funds, if the funds are used to expand or enhance the delivery of crime victim's services. These organizations include, but are not limited to, the following:

- 1. Criminal Justice Agencies.** Such agencies as law enforcement organizations, prosecutors' offices, court, and corrections departments are eligible to receive VOCA grant funds to help pay for direct victim services. For example, prosecutor-based victim services may include victim-witness programs, victim notification, and victim impact statements, including statements of pecuniary damages for restitution. Corrections-based victim services may include victim notification and restitution advocacy. Police-based victim services may include victim crisis units or victim advocates, victim registration and notification, and cellular phone and alarm services for domestic abuse victims. In general, VOCA grant funds may be used to provide crime victim services that exceed a law enforcement official's normal duties. Regular law enforcement duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime, and follow-up activities may not be paid for with VOCA grant funds.
- 2. Religiously Affiliated Organizations.** Such organizations receiving VOCA grant funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
- 3. Hospitals and Emergency Medical Facilities.** Such organizations must offer crisis counseling, support groups, and /or other types of victim services. In addition, state grantees may only award VOCA funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims if (1) the examination meets the standards established by the state, local prosecutor's office, or statewide sexual assault coalition; and (2) appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination.
- 4. Others.** State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and public housing authorities that have components specifically trained to serve crime victims. Since the intention of the VOCA grant program is to support and enhance the crime victim services provided by community agencies, state grantees that meet the definition of an eligible applicant organization may not subaward themselves more than 10 percent of their annual VOCA award.

## INELIGIBLE RECIPIENTS OF VOCA FUNDS

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funding. These organizations include, but are not limited to, the following:

- 1. Federal Agencies.** This includes U.S. Attorney Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible recipients of VOCA victim assistance grant funds.
- 2. In-Patient Treatment Facilities.** For example, those designed to provide treatment to individuals with drug, alcohol, and /or mental health-related conditions.

## ALLOWABLE SERVICES, ACTIVITIES, & COSTS

**1. Provide Effective Services to Victims of Domestic and/or Sexual Violence.** If the Sub-grantee provides services to battered women and their children, they shall comply with the service definitions set forth by the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Service Standards and Guidelines for Domestic Violence Programs and/or Sexual Violence Programs, as they relate to the provision of services required herein. In the event of a conflict in language between the mandatory provisions and requirements outlined with the contract and the aforementioned definitions and provisions set forth by MCADSV, the provisions and requirements set forth and /or referenced in the contract shall govern.

All other agencies (those **not** primarily serving victims of domestic and/or sexual violence) will be required to comply with the **Missouri Department of Public Safety Crime Victim Services Unit (MoCVSU) Program Standards and Guidelines.** (These agencies will not be required to adhere to the MCADSV standards.)

**2. Allowable Costs for Direct Services.** Allowable services include direct services to victims of crime and training for staff and volunteers in the area of direct services. The following is a listing of services, activities, and costs that are eligible for support with VOCA victim assistance grant funds within a Subgrantee's organization.

- a. Immediate Health and Safety.** Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services that offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
- b. Mental Health Assistance.** Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- c. Assistance with Participation in Criminal Justice Proceedings.** In addition to the cost of emergency

legal services above in section a. “Immediate Health and Safety”, there are other costs associated with helping victims participate in the criminal justice system that also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces, or civil restitution recovery efforts. ***\*Please note, a prosecution-based victim assistance unit must provide those eligible services included in the Constitutional Amendment for Victims Rights as outlined in Section 595.209, RSMo. (Services directed to witnesses, who are not victims of crime, are not eligible for services.)***

- d. Forensic Examinations.** For sexual assault victims, forensic exams are allowable costs only to the extent that such costs are not otherwise reimbursed by a third party.
- e. Costs Necessary and Essential to Providing Direct Services.** This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers. Travel costs are provided on a reimbursement basis and must be documented with mileage logs and receipts. Reimbursement of travel costs cannot be requested until after the travel/training has occurred.
- f. Special Services.** Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.
- g. Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries (including paid time off) and fringe benefits.
  - i. All VOCA (federal and match funded) staff must keep detailed time and activity sheets that detail the services provided and supports 100% of their time, **regardless of how much time is spent on VOCA activities.**
  - ii. Grant funded employees must be provided the same rights and benefits as other non-grant funded agency employees.

**3. Other Allowable Costs and Services.** The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state grantee and Subgrantee must agree that direct services to crime victims cannot be offered without support for these expenses; that the Subgrantee has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- h. Skills Training for Staff.** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.  
VOCA funds can be used for skills training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.

**Training that does not pertain to providing direct services to victims of crime is not an allowable cost and cannot be attended by grant funded personnel on grant time.**

- i. Training Materials.** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within VOCA-funded organizations.
- j. Training Related Travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. However, when needed training is unavailable within the immediate geographical area VOCA funds may be used to support training outside of the area. Training related travel costs must be reasonable and necessary. Travel costs are provided on a reimbursement basis. Reimbursement of travel costs cannot be requested until after the travel/training has occurred.
  - i. The allowable mileage rate is the current State of Missouri mileage reimbursement rate or the Applicant Agency rate – whichever is lower. If an agency requests mileage reimbursement in this contract, a copy of the agency policy regarding mileage reimbursement should be included with the application.
  - ii. Per Diem rate for meals is the current State of Missouri meal reimbursement rate or the Applicant Agency rate – whichever is lower. If an agency requests meal reimbursement in this contract, a copy of the agency policy regarding meal reimbursement should be included with the application.
  - iii. Reimbursement of mileage, airfare, meals, lodging, etc., cannot be requested until after the travel has occurred.
- k. Equipment and Furniture.** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA recipient.

VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, Subgrantees cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include typewriters, computers, printers, and furniture for workspaces.

- l. Contracts for Professional Services.** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA recipients to use a portion of the VOCA grant to contract for specialized services. Examples of these services include emergency psychological or psychiatric services or sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

Subgrantees are prohibited from using a majority of VOCA funds for contracted services which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

Contractual costs must be based on an hourly rate. The daily rate of compensation for contractual services may not exceed \$450/day (\$56.25/hour).

- m. Operating Costs.** Examples of allowable operating costs include rent; telephone service; supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic

documentation, reports, and statistics; administrative time to maintain crime victims' records; and the prorated share of audit costs if an audit is required. **These costs must be prorated based upon the requested VOCA budget. For example, an agency's income totals \$100,000. The agency requests \$25,000 through the VOCA grant program; therefore the prorated amount would be 25%.**

- n. **Office Supplies-** The following list constitutes "office supplies" for the purposes of this grant. Any item not specifically listed cannot be claimed in the general "office supplies" line item in your budget and must be listed as a separate line item in your budget. The "Office supplies" as indicated below must be specifically for this project or otherwise prorated for this project. The entire list does not need to be shown on the budget page only "office supplies" need be shown.

**Office Supplies** – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, typewriter ribbon, print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, blank tapes, flash drives and blank cd's, pencil/supplies holder, adding machine tape, toner, business cards, phone cord, printer/computer cable, key tags, padlocks for cabinets, filing cart, index cards, notebook dividers, binder clips, ink-stamp, batteries for pagers, file box. *Any other item must be specifically requested and approved by DPS and designated as a separate line item.*

- o. **Public Presentations.** VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, as long as they are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and notices can be supported by VOCA funds.

## UNALLOWABLE SERVICES, ACTIVITIES, & COSTS

**The applicant may not use grant funds to conduct the following services or activities that are unrelated or only tangentially related to the provision of direct services to victims of crime: (This list may not be all-inclusive.):**

- **Lobbying** and administrative advocacy for victim legislation or administrative reform, whether conducted directly or indirectly.
- **General Criminal Justice Agency Improvements** or programs where crime victims are not the sole or primary beneficiaries.
- **Witness Management or Notification Programs** - Victim/Witness assistance programs that provide both victim services and witness notification services may receive funding support **only for that portion of the program that provides direct services to crime victims.**
- **Needs Assessments**, surveys, evaluations, studies, and research efforts conducted by individuals, organizations, task forces, special commissions, etc., which study and/or research a particular victim issue.
- **Costs of Sending Individual Crime Victims to Conferences.**
- **Development of Protocols, Interagency Agreements, and Other Working Agreements.** These activities benefit crime victims, but they are considered examples of the types of activities that Subgrantees undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA Subgrantee.
- **Management Training** aimed at persons who do not provide direct services to crime victims.

- **Indirect Organizational Costs.** The costs of liability insurance on buildings; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.
- **Most Medical Costs.** VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as described in section 1. a “Allowable Services, Activities and Costs” is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and /or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from victimization, except for forensic medical examinations for sexual assault victims.
- **Criminal Justice Activities** aimed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency such as witness notification and management activities; expert testimony at a trial; victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses; victim protection costs; etc., which are considered the criminal justice agency's responsibility.
- **Fundraising Activities**, to include attending pre-bid seminars and grant writing activities.
- **Nursing Home Care**, home health-care costs, inpatient treatment, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA Program funds cannot support medical costs regardless of whether or not these costs are a result of victimization.
- **Administrative Duties**, i.e., accounting, supervisory duties, upper management responsibilities, etc.
- **Crime Prevention Programs** and other activities intended to educate the community on the prevention of crime and to raise the public's consciousness regarding crime.
- **Perpetrator Rehabilitation** and counseling. Sub-recipients cannot use VOCA Program funds to offer rehabilitative services to offenders. VOCA Program funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- **Construction** or renovation costs.
- **Acquisition Cost** of real estate property.
- **Large Items of Equipment** including, but not limited to, vehicles, security systems, etc.
- **Salaries**, fees, and reimbursable expenses associated with *administrators*, board members, executive directors, consultants, coordinators, and others unless, and to the extent that, these expenses are incurred while providing direct services to crime victims or providing training and/or technical assistance through an approved VOCA project.
- **The Salary** or expenses of any applicant, or agent acting for the applicant, to engage in any activity designed to *influence legislation* or appropriations pending before the Missouri General Assembly or United States Congress.
- **Vehicles** purchased or leased.



- **Relocation Expenses** such as moving expenses, security deposits on housing, ongoing rent, mortgage payments; however, funds may be used to support staff time in locating resources to assist victims with these expenses.
- **Professional Dues**, subscriptions, and memberships.
- **Property Loss** such as reimbursing the victims for insurance deductibles, replacing stolen property, paying funeral expenses, lost wages, and medical bills.
- **Employee bonuses and overtime pay.**

## CONFIDENTIALITY

Information related to the provision of services under this program must be kept in strict confidence. Other than the reports submitted to the Department of Public Safety, Office of the Director, the applicant cannot publish, reproduce, or otherwise divulge such information unless prior approval is received from the Department of Public Safety, Office of the Director. Applicants shall take such reasonable measures as are necessary to restrict access to information in their possession, to those employees who must have the information on a "need-to-know" basis, and the applicant agrees to notify, in writing, the Department of Public Safety, Office of the Director, should a breach to this requirement be suspected or determined. Nothing in this requirement shall be construed to seek a breach of client confidentiality as now exists between client and counselor except as mandated by the laws of the State of Missouri, i.e., Child Abuse Hotline.

## CONTINUATION FUNDING

Federal grants to Missouri and the rules which govern their distribution, are received on an annual basis. Therefore, no project is guaranteed continuation funding.

## CONTRACT PERIOD

The contract period for approved projects is October 1, 2011 through September 30, 2013.

## MONITORING & STATEWIDE VICTIM SERVICE ASSESSMENT

All contracts funded will be monitored as deemed necessary by the Department of Public Safety and agency addresses may be required when DPS is completing a bi-annual statewide assessment on service locations. Agencies may be monitored annually through either an on-site monitoring visit or through "desk-top" monitoring. The Subgrantee agrees to allow reasonable and timely site visits by the Department of Public Safety and further agrees to make available upon request any records required to be maintained by this agreement.

Nothing in this guideline precludes the Department of Public Safety from conducting a site-visit, desk monitoring or statewide assessment more often than once per year. In certain situations, a contract may be monitored either on-site or through desk monitoring on a regular and frequent basis to assure compliance. These situations include, but are not limited to:

- A report to the Department of Public Safety of the mishandling of grant funds;
- A report of the use of grant funds for ineligible activities;
- Discrepancies noted on the Claim and/or Detail Sheet;

- A change in the managing staff within a contracting agency;
- Financial and/or programmatic issues of noncompliance found during a regularly scheduled monitoring visit or desk monitoring.

**\* All SHELTER LOCATIONS WILL BE KEPT CONFIDENTIAL**

## **PERFORMANCE REPORT REQUIREMENT**

**Recipients of VOCA funds will be required to submit a performance report to the Department of Public Safety at the end of the preceding fiscal year. The performance report will be due by October 15<sup>th</sup> each year. Failure to submit the Performance Report by that date could result in contract funds being withheld until the report is received. The performance report can be viewed on our website at:**

# Grant Application Instructions

Applications for VOCA funding must be submitted online via the new Missouri Department of Public Safety WebGrants System at <https://dpsgrants.dps.mo.gov>. WebGrants is a web-based computer application that will support the application and administration of grants available from the Missouri Department of Public Safety, Office of the Director. **All entities must have access to a scanner to complete the application.**

Before an application may be filled out in WebGrants, the following three steps must be completed:

**1. Acquire a DUNS (Data Universal Numbering System) Number**

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Obtaining a DUNS number is a free, one-time activity. Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number or needs to register for one, visit [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or call 1-866-705-5711.

**2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database**

The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their CCR registration at least once per year to maintain an active status. Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR. If your organization is not registered, you can register and then renew your registration once a year. You can register online at [www.ccr.gov](http://www.ccr.gov).

**3. Register as a User in WebGrants**

To access WebGrants, applicants must first register as a user with their applicant agency's information. **The deadline to register in WebGrants is 11:59 p.m. on Friday, May 13, 2011.**

To register with the WebGrants system, click the 'Register Here' link on the log in page and complete all required fields, as well as any optional fields, on the form. Click the Next link. A confirmation page will be displayed, and the applicant will receive a confirmation email.

Once the registration is submitted, notification will be sent to the Missouri Department of Public Safety to approve the new user. The applicant will receive another email when the Missouri Department of Public Safety approves or disapproves the registration. If your registration is approved, your User ID and Password are active and you may log into the system. If your registration is disapproved, the email will contain the reason.

**NOTE:** Once your registration is approved, you may add additional users from your organization to view application and/or contract information. To add registered users, log into WebGrants, click My Profile from the Main Menu, select the applicable Associated Organization name, click Add under the Registered Users section, and complete all the required fields on the form. Users which are added by an approved registered user will not be subject to approval by the Missouri Department of Public Safety.

Once the above steps have been completed and you are ready to apply for a grant, log on to WebGrants with the UserID and Password provided during the registration phase. On the Main Menu screen, click the 'Funding Opportunities' link and then click the appropriate funding opportunity. Each component of the application must be completed, and each form must be 'Marked as Complete' before the application may be submitted.

## APPLICATION FORMS

### General Information Form:

Enter the title of the application and select the Primary Contact.

### Contact Information Form:

- *The Authorized Official* is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Board President, Presiding Commissioner, Mayor, City Administrator, University President, and State Department Director). **\*The Authorized Official and the Project Director cannot be the same person.\***
- *The Project Director* is the individual that will have direct oversight of the proposed project. **\*The Authorized Official and the Project Director cannot be the same person.** If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.\*
- *The Fiscal Officer* is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance, Accountant, Board Treasurer).
- *The Project Contact Person* should be the individual who is most familiar with the program this grant will fund. **\*This person can be the Project Director if that individual is most familiar with the program.\***
- *Non-Profit Chairperson* enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address. **\*This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.\***

Then click the Save button:

Then Mark as Complete:

### Project Summary Form:

*Application Type* - Indicate the type of application based on the following:

- NEW - If this application is being submitted as part of a competitive bid process and is not currently funded by DPS, the type of application is considered "New".
- RENEWAL - If the agency has specifically been notified of the opportunity to renew an existing contract, the type of application is considered "Renewal".
- CONTINUATION – If this application is being submitted as part of a competitive bid process to continue a program currently funded by the Department of Public Safety, the type of application is considered "Continuation".
- EXPAND/ENHANCE - the application is being submitted as part of a competitive bid process to specifically expand or enhance an existing project currently funded by the Department of Public Safety.

Current Contract Number(s) - Indicate the DPS Contract Number (s) if the applicant agency currently has a contract through the identified grant program.

*Program Category* – Indicate the type of program this grant would fund.

*Project Type* – Indicate if this is a Statewide, Regional, or Local project.

*Geographic Area(s) to be served:* Identify the geographic area to be served by the proposed project.

*Brief Summary:* Provide a brief summary of the proposed project- Include a summary of your project based upon the information provided in the narrative work program submitted with the application.

*Program Income:*

- If program income will be generated by this proposed project, please indicate in this section.

Then click the Save button:

Then Mark as Complete:

**\*Provided below is a brief description of the Narrative instructions. More details are provided within the system.\***

**History of the Agency Form:**

Provide a brief history of the Agency and the type(s) of victim services the agency provides.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

**Statement of the Problem Form:**

This section must address the need for grant funds and the proposed project. Define the problem that you will be attempting to impact with the project for which you are requesting funds. Provide agency and local statistics. Be specific.

- Complete the form – This section has a 40,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

**Type of Program Form:**

Outline the services to be provided by this project. Give as much detail as possible about your proposed project.

Define what services will be provided through the grant project, who will provide these services, how they will be accessed and who will benefit from these services. Flow charts and chronological outlines are great, but must be supported by additional narrative description.

Agencies that primarily serve domestic and/or sexual violence victims will be required to comply with the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Service Standards & Guidelines. (These agencies will not be required to comply with the Missouri Department of Public Safety Crime Victim Services Unit (MoCSVU) Program Standards and Guidelines) In this section, agencies will need to explain how services are delivered in compliance with the MCADSV Standards. Please do not simply state the agency is in compliance! MCADSV Service Standards & Guidelines can be downloaded as a separate document from the DPS website.

All other agencies (those NOT primarily serving victims of domestic violence and/or sexual violence) will be required to comply with Missouri Department of Public Safety Crime Victim Services Unit (MoCVSU) Program Standards and Guidelines. (These agencies will not be required to adhere to the MCADSV Standards) In this section, agencies will need to explain how services are delivered in compliance with the MoCVSU Program Standards and Guidelines. Please do not simply state the agency is in compliance! MoCVSU Program Standards and Guidelines can be downloaded as a separate document from the DPS website.

- Complete the form – This section has a 40,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

**Proposed Service Area Form:**

State the geographic area to be served by this project.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

**Coordination of Services:**

Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney's offices, courts and other agencies in your community.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

**Victim Compensation Assistance:**

Describe the procedures used by your agency to provide information on and assistance to crime victims with filing for victim's compensation funds. Please note that this is a required component to receiving VOCA funds.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

**Number of Victims to be Served:**

Indicate the anticipated number of victims to be served by this VOCA funded project (2 years). Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project. Please provide your basis for this estimate.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

**Volunteers:**

Please detail the number of volunteers the agency currently has, the types of services (direct and non-direct) they provide and who supervises their activities. Describe the procedures to recruit and train volunteers used by your agency. Include the type of training to be provided, the number of hours of training volunteers receive, and the eligibility or qualification requirements for volunteers. Please note that the use of volunteers in the provision of services by the applicant agency is required to receive VOCA funds; but the use of volunteer match on the VOCA grant is not required.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

**Goals and Measurable Objectives:**

A Goal is a broad based statement, which reflects an overall end result you are trying to achieve with this project.

Measurable objectives reflect how your project will assist in reaching the stated goal(s).

- To add Goals and Objectives click Add in the upper right hand corner. Then click the Save button when finished.
- To add more Goals and Objectives repeat the above process. Then click the Save button again in the upper Right hand corner:

Then Mark as Complete:

**Evaluation Procedure:**

The evaluation component of the application should tie to the goals and objectives. Describe the process to be used to determine the effectiveness of your program and the effect of your program on the victims served, such as pre- and post-testing, surveys, client-satisfaction evaluations, etc (it is helpful to attach blank samples of these tools, if available).

Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

### **Report of Success:**

In outline format, restate the goals and objectives from your current contract. After each goal and objective listed, provide information regarding results attained from beginning of current grant to date. New applicants will not complete this section. **New applicants please put N/A in the text box.**

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

### **Budget Forms:**

#### **General Instructions:**

- To add a budget line item, click Add. To provide the required justification for a budget line item(s), click Edit.
- If you have added a line item under any budget category, justification for that budget category must be provided before this form can be saved.

#### **Personnel:**

- To include personnel in your budget, click "Add". If the project includes more than one individual, repeat this step for each person.
- The Total Cost will automatically calculate as Salary per Pay Period x Number of Pay Periods x % of Grant Funded Time.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- Please note: The minimum percentage of time that may be budgeted on the grant is 10%. We will not fund any position that is less than 10% on the grant.

**EXAMPLE 1** – Full-time, retained position paid bi-weekly (**26 pay periods/year**) at a salary of \$1,100 each pay period with no salary increase expected during the 24 month (**2 years**) contract period.

Name	Title	Position (Select from drop down box)	Employment Status (Select from drop down box)	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
Jane Smith	Advocate	Retained	FT	\$1,100.00	52	100%	\$57,200.00	20	\$11,440.00	\$45,760.00

If a salary increase may occur during the contract period, a budget line item should be included to reflect the initial salary and to reflect the increase in salary.



**EXAMPLE 2** – Full-time, created position paid monthly at a salary of \$2,000 each pay period, but expected to receive a 3% salary increase after 12 months of successful employment (effective 10/1/2012).

Name	Title	Position (Select from drop down box)	Employment Status (Select from drop down box)	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
Jane Smith	Advocate	Created	FT	\$2,000.00	12	100%	\$24,000.00	20	\$4,800.00	\$19,200.00
Jane Smith – 10/1/2012	Advocate	Created	FT	\$2,060.00	12	100%	\$24,720.00	20	\$4,944.00	\$19,776.00

**\*\*THE TEXT ENTERED UNDER THE NAME COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.**

#### **Personnel Justification:**

- If personnel is included in the budget, provide justification for each position. If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.
- If a salary increase is included, address the type/reason (MERIT or COLA) for such increase, the percentage of increase, and the effective date of the increase.

#### **Personnel Benefits:**

- To include a fringe benefit in your budget, click "Add". If an individual is eligible for multiple benefits, repeat this step for each benefit.
- The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- Please Note: Personnel funded through City and County Governments are employees of the City or County and should receive the same benefits/pay as other similar employees in the City/County Government.
- If an individual's time is not 100% funded by the grant, the fringe benefits must also be prorated based upon the percentage of time funded by the grant.
- Actual premium amounts should be shown.

**EXAMPLE 1** – Jane Smith's two year salary of \$57200 is included in the grant budget. The following fringe benefits are also requested:

- FICA/Medicare – 7.65% of salary
- Pension/Retirement – 8% of salary

- Medical Insurance - \$100 per month for the 24-month contract period
- Life Insurance - \$10.00 per month for the 24-month contract period
- Dental Insurance - \$5.00 per month for the 24-month contract period
- Unemployment Comp – 11.2% of the first \$13,000 x 2 of salary
- Workers Comp - \$3.25 per \$100 of salary

Category (Select from drop down box)	Item	Salary/ Premium	Percentage/ # of Periods	% Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/ State Share
FICA/Medicare	FICA/Medicare – Jane Smith	\$57,200.00	0.0765	100%	\$4,375.80	20	\$875.16	\$3,500.64
Pension/ Retirement	Pension/ Retirement – Jane Smith	\$57,200.00	0.08	100%	\$4,576.00	20	\$915.20	\$3,660.80
Medical Insurance	Medical Insurance – Jane Smith	\$100.00	24	100%	\$2,400.00	20	\$480.00	\$1,920.00
Life Insurance	Life Insurance – Jane Smith	\$10.00	24	100%	\$240.00	20	\$48.00	\$192.00
Dental Insurance	Dental Insurance – Jane Smith	\$5.00	24	100%	\$120.00	20	\$24.00	\$96.00
Unemployment Comp	Unemployment Comp – Jane Smith	\$26,000.00	0.112	100%	\$2,912.00	20	\$582.40	\$2,329.60
Workers Comp	Workers Comp – Jane Smith	\$57,200.00	.0325	100%	\$1,859.00	20	\$371.80	\$1,487.20

If a premium rate or fringe benefit percentage is expected to change during the contract period, a budget line item should be included to reflect the initial rate/percentage and to reflect the change in rate/percentage.

**EXAMPLE 2** – Jane Smith’s two year salary is \$57,200. Her pension rate is expected to increase from 8% of salary to 8.15% of salary after 12 months of the contract period. In addition, her medical insurance premium is expected to increase from \$100/month to \$120/month after 12 months of the contract period (effective 10/1/2012).

Category (Select from drop down box)	Item	Salary/ Premium	Percentage/ # of Periods	% Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/ State Share
Pension/ Retirement	Pension/ Retirement – Jane Smith	\$28,600.00	0.08	100%	\$2,288.00	20	\$457.60	\$1,830.40
Pension/ Retirement	Pension/ Retirement – Jane Smith; 10/1/2012	\$28,600.00	0.0815	100%	\$2,330.90	20	\$466.18	\$1,864.72
Medical Insurance	Medical Insurance – Jane Smith	\$100.00	12	100%	\$1,200.00	20	\$240.00	\$960.00
Medical Insurance	Medical Insurance – Jane Smith; 10/1/2012	\$120.00	12	100%	\$1,440.00	20	\$288.00	\$1,152.00

***\*\*THE TEXT ENTERED UNDER THE ITEM COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.***

#### **Personnel Benefits Justification:**

- If personnel benefits are included in the budget, provide justification for each fringe benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.

- If using Match in this section please identify who will be providing these funds and describe the source of the funds.
- If personnel is less than 100%, the fringe benefits must be based upon the percent of time.

#### **Personnel PRN Time:**

- PRN positions: Acronym stands for Latin word, "pro re nata," which translates to "as the situation demands." Staff in PRN positions work on an "as needed basis." PRN positions are budgeted positions; however, are considered "temporary employment." Consistent with temporary positions, staff in PRN positions is not eligible for most employment benefits.
- To include PRN Time in your budget, click "Add". To include PRN for more than one individual, repeat this step for each person.
- The Total Cost will automatically calculate as Hourly PRN Pay x Hours on Project.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

**EXAMPLE 1** – Kelly Smith will work approximately 200 hours of PRN time on the proposed project. Her PRN hourly pay rate is \$22.00.

Name	Title	Hourly PRN Pay	Hours on Project	Total Cost	Local Match %	Local Match Share	Federal/State Share
Kelly Smith	Advocate	\$22.00	200	\$4,400.00	0	0	\$4,400.00

If a salary increase may occur during the contract period, a budget line item should be included to reflect the initial PRN hourly pay and to reflect the increase in PRN hourly pay.

**EXAMPLE 2** – Kelly Smith expects a salary increase 12 months into the contract period. It is anticipated that she will work 100 hours during the first 12 months at an hourly rate of \$22.00/hour, and that she will work another 100 hours during the second 12 months at a an hourly rate of \$24.00/hour (effective 10/1/2012).

Name	Title	Hourly PRN Pay	Hours on Project	Total Cost	Local Match %	Local Match Share	Federal/State Share
Kelly Smith	Advocate	\$22.00	100	\$2,200.00	0	0	\$2,200.00
Kelly Smith – 10/1/2012	Advocate	\$24.00	100	\$2,400.00	0	0	\$2,400.00

***\*\*THE TEXT ENTERED UNDER THE NAME COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.***

#### **Personnel PRN Time Justification:**

- If PRN time is included in the budget, provide justification for the expense. Describe why PRN funding is necessary and how it will aid in the success of the project.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.

- If a PRN time pay rate increase is included, address the individual's eligibility for such increase, the percentage of increase, and the effective date of the increase.

#### **Personnel PRN Time Benefits:**

- To include a PRN benefit in your budget, click "Add". If an individual is eligible for multiple benefits, repeat this step for each benefit.
- The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

Refer to the Personnel Benefits section above for examples in completing this budget category. If a change in premium or fringe benefit percentage is expected during the contract period, be sure to include a budget line item to reflect the initial rate/percentage and to reflect the change in rate/percentage.

#### **Personnel PRN Time Benefits Justification:**

- If PRN benefits are included in the budget, provide justification for each PRN benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.

#### **Volunteer Match:**

- If volunteer hours will be included in the Budget as local match, click Add and complete this section. Repeat this step for each type of volunteer match.
- Volunteer hours will be calculated at the rate of \$9.50/hour.
- Under Description of Service to be provided, break volunteer hours down by the type of service to be provided by the volunteers.
- Under Number of Volunteers, indicate the number of volunteers who will be providing the type of service indicated.
- Under Total Hours, indicate the total number of hours to be contributed by volunteers for the type of service that has been included.
- The Total Cost will automatically calculate as Total Number of Hours x \$9.50/hour.

**EXAMPLE 1** – Eight volunteers will work the Hotline for a total of 50 hours. Also, three volunteers will work in the Daycare for 10 hours.

Description of Services	Number of Volunteers	Total Hours	Local Match Share
Hotline	8	50	\$475.00
Daycare	3	10	\$95.00

**Volunteer Match Justification:**

- Outline the specific activities/duties that the volunteers will be conducting.

**On-Call Volunteer Match:**

- On-call volunteer time can only be claimed as one hour for every four hours on-call unless the on-call person is actively providing direct services to a victim.
- Time spent working with a victim should be claimed as actual time (i.e., Volunteer is on-call for an 8-hour period they are called out to meet a victim at the hospital and spend 2 hours with the victim, this is the only direct services provided during their 8 hours of on-call time. Time claimed is 2 hours direct service and 1.5 hours for the six hours spent on-call for a total of 3.5 hours).
- Local Match Share will be automatically calculated at the one for four time.
- On-call volunteer time used as match will be limited to 60% of the total required match on the grant.

**EXAMPLE 1** – Eight volunteers will work the On Call for shelter duty for a total of 100 hours.

Description of Services	Number of Volunteers	Total Hours	Local Match Share
On Call- Shelter	8	100	\$237.50

**On-Call Volunteer Match Justification:**

- Outline the specific activities/duties that the volunteers will be conducting.

**Travel/Training:**

Include any travel or training related costs for which funding is requested. Travel or training related costs may include, but not be limited to: registration fees, airfare/baggage, airport parking, lodging, hotel parking, meals, rental car and fuel, mileage, shuttles, taxis, tolls, fleet vehicle mileage, etc.

- To include travel- or training-related costs in the budget, click "Add". Repeat this step to include each expense.
- Registration fees should be included under this budget category.
- Due to the uncertainty of shuttles, taxis, toll roads, and parking, a "Miscellaneous" line can be included to lump these variable expenses. However, the travel justification must explain the "Miscellaneous" line.
- State per diem rates may be found at <http://oa.mo.gov/acct/MealPerDiemJan2011.htm>
  - Lodging costs should be reasonably consistent with the State lodging rate.
  - Meal costs (tip included) may not exceed the State per diem rates for the specified location.  
**Alcoholic beverages must be excluded from requests for reimbursement.**
- Travel must be by the most direct, practical route.
- The amount of mileage allowance shall not exceed \$0.37 per mile (**State Rate**). Incidentals will not be allowed. Agency travel policy will apply if such is more restrictive than those mentioned herein. The agency will need to attach their mileage policy.
- The Total Cost will automatically calculate as Unit Cost x Duration x Number.

- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

**EXAMPLE 1** – As an Advocate, Jane Smith is requesting to attend the 3-day Missouri Victim Services Academy (MVSA) training. She will need lodging for 4 nights at the State per diem rate of \$95.00/day, meals for 4 days at a State per diem rate of \$39.00/day, mileage allowance for driving her personal vehicle for 100 miles at \$0.37/mile, and registration costing \$130.

Item	Category (Select from drop down box)	Unit Cost (Amount or rate per mile, month, day, ticket, etc)	Duration (Number of months, miles, days, etc)	Number (Number of vehicles, people, rooms, etc)	Total Cost	Local Match %	Local Match Share	Federal/State Share
MVSA - Lodging	Lodging	\$95.00	4	1	\$380.00	0	0	\$380.00
MVSA - Meals	Meals	\$39.00	4	1	\$156.00	0	0	\$156.00
MVSA – Mileage	Mileage	\$0.37	100	1	\$37.00	0	0	\$37.00
MVSA– Registration	Registration Fee	\$130.00	1	1	\$130.00	100	\$130.00	\$0.00

***\*\*THE TEXT ENTERED UNDER THE ITEM COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.***

#### **Travel/Training Justification:**

- If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.
- For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such. Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.
- Misc. training must receive prior approval from DPS.

#### **Equipment:**

- To include equipment in the budget, click "Add". To include more than one item, repeat this step for each budget item.
- Equipment is defined as tangible property, having a useful life of more than one year. Equipment must be recorded and tracked in an Inventory Control Listing and tagged to reflect its source of funding, where possible. Items not meeting these guidelines should be listed in the Supplies/Operations budget category.
- Vendor quotes, if available, may be uploaded under the “Other Attachments” component.
- The Total Cost will automatically calculate as Unit Cost x Quantity.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- Equipment costs should be reasonable and necessary to providing direct services to victims of crime.

- Any equipment requested should be prorated if used for purposes other than for providing direct services.

**EXAMPLE 1** – Jane Smith requests to purchase a replacement desktop computer. The computer was priced from Dell at \$1,000 each, plus \$20 shipping.

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Desktop Computer	Dell	\$1,020.00	1	None	100%	\$1,020.00	0	0	\$1,020.00

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#### **Equipment Justification:**

- If equipment is included in the budget, provide justification for each item. Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.

#### **Supplies/Operations:**

- To include a supply or operational expense in the budget, click "Add". To include more than one supply or operational expense, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- Supplies/Operations must be prorated based on the proposed VOCA budget.
- Membership dues, etc. cannot be requested (ineligible costs).
- The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing these items.
- The following list constitutes "Office Supplies" for the grant project. An "office supplies" line item can be included on the Supplies/Operations Budget Page in reference to this approved list. You do not need to list separately any of the items contained in the list.

If you are requesting funding for an item that is not contained within the list, you will need to show that item(s) separately on the Supplies/Operations line item.

**Office Supplies** – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, typewriter ribbon, toner and print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, blank tapes, flash drives and blank cd's, pencil/supplies holder, adding machine tape, business cards, phone cord, printer/computer cable, key tags, padlocks for cabinets, filing cart, index cards, notebook dividers, binder clips, ink-stamp, batteries for pagers, file box, binders, calculators. ***Any other item must be specifically requested and approved by DPS and designated as a separate line item.***

**EXAMPLE 1** – Jane Smith requests office supplies (pens, pencils, paper, toner cartridges, staples, paper clips, rubber bands, batteries, postage, etc) averaging \$25/month for the 24 month contract period.

**EXAMPLE 2** – Jane Smith also requests office telephone service for the 24 month contract period, which is shared with the department but averages 50% usage towards the proposed project. The telephone service costs \$70/month.

**EXAMPLE 3** – Jane Smith also requests internet service. The internet provider has indicated a rate increase from \$45/month to \$50/month after 12 months of the contract period (effective the October 2012 billing).

**EXAMPLE 4** – Jane Smith also requests the Utilities (electric, water, sewer, and trash) be funded. (**Remember these items must be prorated**) These services average \$150/month. However, only 63% of the agency funding comes from VOCA.

**EXAMPLE 5** – Jane Smith requests Office Rent. (**Remember this item must be prorated**) The landlord has indicated a rate increase from \$400/month to \$450/month after 12 months of the contract period (effective October 2012). Remember only 63% of the agency funding comes from VOCA.

Item	Basis for Cost Estimate (Select from drop down box)	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/ State Share
Office Supplies	Monthly	\$25.00	24	100%	\$600.00	0	0	\$600.00
Office Telephone	Monthly	\$70.00	24	50%	\$840.00	0	0	\$840.00
Internet (Oct to Sept)	Monthly	\$45.00	12	100%	\$540.00	0	0	\$540.00
Internet (Oct to Sept)	Monthly	\$50.00	12	100%	\$600.00	0	0	\$600.00
Utilities (Electric, Water, Sewer, & Trash)	Monthly	\$150.00	24	63%	\$2,268.00	0	0	\$2,268.00
Office Rent (Oct to Sept)	Monthly	\$400.00	12	63%	\$3,024.00	0	0	\$3,024.00
Office Rent (Oct to Sept)	Monthly	\$450.00	12	63%	\$3,402.00	0	0	\$3,402.00

**\*\*THE TEXT ENTERED UNDER THE ITEM COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.**

#### **Supplies/Operations Justification:**

- If supplies/operations are included in the budget, provide justification for each expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.



- If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If your agency prorated any supplies, please explain.

#### **Contractual:**

- To include contractual services in the budget, click "Add". To include more than one type of contractual service, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- **The maximum amount that may be reimbursed for contractual expenses is \$56.25/hr or \$450 per day.**

**EXAMPLE 1** – Jane Smith requests to hire a Therapist to counsel victims 60 hours and charges a rate of \$35/hour.

Item	Basis for Cost Estimate (Select from drop down box)	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Therapist	Hourly	\$35.00	60	100%	\$2,100.00	0	0	\$2,100.00

***\*\*THE TEXT ENTERED UNDER THE ITEM COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.***

#### **Contractual Justification:**

- If contractual services are included in the budget, provide justification for each expense. Address why each item is necessary for the proposed project and who will benefit from the services.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.
- If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If contractual budget items are necessary for the VOCA project, you must have a written contract for those services.
- A draft contract should be submitted with the application outlining what services will be performed, who will perform the requested contractual services, when they will be performed, and the rate at which they will be performed.
- A final signed contract for services must be submitted prior to reimbursement.

Then click the Save button:

Then Mark as Complete:

**Supplanting:**

All agencies need to address the issue of supplanting as it pertains to this grant. If you are requesting funds for existing costs not covered through VOCA, please address in detail how using VOCA funds for these costs would not constitute supplanting. Please explain how your agency has paid for these expenses in the past.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

**Cost Assumption:**

Describe how the Project Agency plans to continue the activities of this project if VOCA funds would no longer be available to the Project Agency.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button: in the upper Right hand corner:

Then Mark as Complete:

**VOCA Data Form:**

- Complete the form by clicking Edit in the upper Right hand corner.
- Prorate the VOCA Funds Requested by putting the percentage by the types of victims to be served: (Please give your best estimates.)
- Indicate the anticipated number of victims to be served by this VOCA funded project:
- If a domestic violence shelter, indicate the anticipated breakdown of residential, non-residential victims to be served, and the anticipated number of bed nights provided for this VOCA funded project:
- Then click Save to check you percentages.
- Make sure your percentages come out to 100%.

Then Mark as Complete:

**Other Funding Sources:**

This form should be used to list any other funds used for the grant project (i.e. any salary, fringe benefits, etc. not covered by the grant).

- To add Other Funding Sources, click Add in the upper left hand corner. Then click Save when finished.
- To add more Sources repeat the process above and click Save when finished.

Then Mark as Complete:

### **Audit Requirements:**

This form is necessary for the Missouri Department of Public Safety to gather general audit information relating to your agency. If awarded federal/state grant funds under this application, you will be required, at a later date, to submit a copy of your agency's last financial audit if you meet the requirements.

- Complete the form

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

### **Required Attachments: Scanner may be required**

- To add Required Attachments, click on the attachment you would like to add and upload the document. Please scan named documents into one document. Then type the description of the document and then click Save when finished.
- To add more Attachments repeat the process above and click Save when finished.

Then Mark as Complete:

### **Other Attachments: Scanner may be required**

- This attachment section is for any other information you would like to provide about your agency (i.e. surveys, victim letters). Please scan named documents into one document. To add Other Attachments, click on the attachment you would like to add and upload the document, type the description of the document and then click Save when finished.
- To add more Attachments repeat the process above and click Save when finished.

Then Mark as Complete:

### **Application Certified Assurances:**

- This form should be completed by the Authorized Official.
- Complete the form

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

\*Once all of the sections are **“Marked Complete”** please review all sections by printing out a copy of the application in the **Preview** look and proofing the application. Once you feel the application is ready for submission click the **Submit** button and wait for your confirmation.\* **Once submitted, you may not make changes to the application.**

## SUBMITTING THE APPLICATION

**Applications must be submitted through WebGrants no later than 11:59 p.m. on May 20, 2011.** Proposals cannot be submitted after this date and time so applicants are encouraged to begin the process immediately to meet the application deadline. Applications submitted through any means other than WebGrants will not be considered for funding.

**NOTE:** If the applicant experiences unforeseen **WebGrants technical issues** beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact the Department of Public Safety staff by email **within 24 hours after the deadline** and request approval to submit the application. In that email the applicant must include: **a description of the technical difficulties, a timeline of submission efforts, screen shot of the error code and any other information as necessary. DPS will then consider all submitted information to determine if the application will be accepted. Please send all emails to**

**[cvsu@dps.mo.gov](mailto:cvsu@dps.mo.gov)**

The Applicant shall submit all data as requested and required within the application forms. Failure to submit all required data could disqualify the proposal from further consideration. Applicants will not be contacted if they fail to submit all required data.

A separate application must be submitted for each project (if the scope of the project differs).

**\*NOTE: Portions of the application submitted under separate cover (letters of collaboration or missing sections of the application) will not be placed with the original application. Carefully review your application to ensure that all required forms and documentation are submitted with the original application and copies. DPS will not open, correct or send back any applications once submitted.\***

## APPLICATION REVIEW PROCESS

### Competitive Bid Process

A peer review panel of various individuals from the Missouri Department of Public Safety and individuals from outside the department who do not have a personal financial interest in this program will be convened to review all the proposals received by the deadline as indicated above.

The peer review panel changes for each grant process and from year to year. This enables the Department of Public Safety to assure that more than one set of viewpoints on the issues surrounding victim services is expressed and utilized in the evaluation process. The Department of Public Safety staff provides a source of continuity in the review panel process.

Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but not limited to:

- Underserved Populations
- Geographic Diversity
- Demonstration of need
- Score of Application
- Past Performance
- Adequate correlation between the cost of the project and the objective(s) to be achieved;
- Probability of project to meet identified goal(s);
- Demonstration that Victims of Crime Act grant monies will not be used to supplant state and local funds.
- Degree of cooperation between local officials, community groups, and citizens to fulfill goals for the overall success of the project;
- Demonstration that the applicant agency has identified support and contributions for this project from sources other than the Victim of Crime Act funds;
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines;
- Experience and expertise of the agency in the field of victim services;
- Overall quality of the application.

**Applicants will not be contacted if an item is missing from the application.**

The Department of Public Safety is required to make award decisions based on a competitive bid process. The funding requests are often for two to three times the funds available to disperse. Because of these circumstances, the review panel is expected to make some very difficult decisions. With the final approval of the director/designee of the Department of Public Safety, applicants will be notified of the decisions made by the review panel. Applicants will also be provided information on strengths and issues/concerns with the application/project.

## DEPARTMENT OF PUBLIC SAFETY CONTACTS

Any questions regarding the application or the administration of your contract may be directed to the Department of Public Safety staff person indicated below at (573) 526-1464. E-mail: [CVSU@dps.mo.gov](mailto:CVSU@dps.mo.gov)

## AWARD AND ACCEPTANCE OF CONTRACT

### AWARD OF CONTRACT

After completion of the review process, contract applications designated for approval are formally awarded by the Missouri Department of Public Safety in the form of the ***Award of Contract*** document. This award document identifies the Missouri Department of Public Safety (Administrative Agency), the Contractor, the Contract Period, amount of federal or state funds, and the Contract Number. As appropriate, Special Conditions are included which the Contractor must meet if the award is accepted. All correspondence concerning the award shall refer to the designated Contract Number shown on the ***Award of Contract*** document.

The contract between the DPS and the Sub-grantee shall consist of (1) the Request for Proposal/Application Packet and any amendments thereto, and (2) the proposal submitted by the Sub-grantee in response to the RFP And any approved amendments thereto. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and /or referenced in the RFP shall govern. However, the DPS reserves the right to clarify any contractual relationship in writing with the concurrence of the Sub-grantee and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Sub-grantee's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern. The Sub-grantee is cautioned that his proposal shall be subject to acceptance by the DPS without further clarification.

### ACCEPTANCE OF AWARD

To accept the grant award, the Contractor must print and return the following documents:

1. **Award of Contract** – this form must contain original signatures by the Authorized Official and Project Director, listed within the grant application, affirming acceptance of the award
2. **Application** – a copy of the submitted application must be printed from WebGrants to establish a file for the Missouri Department of Public Safety, Office of the Director
3. **Certified Assurances** – this form must contain original signatures by the Authorized Official and Project Director, listed within the grant application, certifying compliance with all federal or state laws, circulars, statutes, and guidelines and affirming they have read and will comply with all terms and conditions of the grant program. *If new or differing requirements have been imposed on the grant program since the time of application, the Certified Assurances form that must be signed may reflect those changes.*
4. **Financial and Administrative Guidelines** – These guideline must contain original signatures by the Authorized Official and Project Director, listed within the grant application, certifying compliance with all grant regulation listed in the guidelines (financial reporting, administrative record keeping, monitoring policies etc.)

These documents must be returned to the Missouri Department of Public Safety within 45 days from the date of award. No grant funds shall be disbursed to the Contractor until the above documents have been received by the Missouri Department of Public Safety, Office of the Director.

The Sub-grantee agrees that they will be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract. In addition to the liability imposed upon the Sub-grantee on the account of personal injury, bodily injury (including death) or property damage suffered as a result of the Sub-grantee's performance under the contract, the Sub-grantee assumes the obligation to save the Department of Public Safety (DPS) and the Office of the Director, including its officers, employees and representatives, harmless and to indemnify DPS and the Office of the Director, including its officers, employees and representatives, from every expense, liability or payment arising out of such negligent act. The Sub-grantee also agrees to hold DPS and the Office of the Director, including its officers, employees and representatives,

harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Sub-grantee under the terms of the contract.

The Sub-grantee agrees that they will represent themselves to be an independent Sub-grantee offering such services to the general public and shall not represent themselves or their employees to be employees of the Office of the Director or the Department of Public Safety. Therefore, the Sub-grantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agree to indemnify, save, and hold the Office of the Director and the Department of Public Safety, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

### **CANCELLATION CONDITIONS**

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **90 DAYS** of the contract starting date, the Contractor must submit a second statement to the Missouri Department of Public Safety explaining the implementation delay. Upon receipt of the 90-day letter, the Missouri Department of Public Safety may decide to continue the contract or cancel the project.